

January, 28, 2022

REQUEST FOR PROPOSALS AIRPORT ENGINEERING SERVICES

The CITY OF EASTPORT is seeking to retain the services of a consultant, experienced in the practice of airport engineering advisory services within the State of Maine, for assistance at the **Eastport Municipal Airport**. The desired Proposal is for a scope of work to include grant administration, design, bidding, construction administration, and resident engineering for the installation of PAPIs for Runway 14.

The CITY OF EASTPORT must receive proposal statements no later than **2:00 p.m. local time on February 17, 2022** to be eligible for consideration. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Proposals for Engineering Services at the Eastport Municipal Airport." Electronic submittals will be accepted. Complete packages must be delivered to:

Steve Trieber, Airport Manager
Kate Devonshire City Manager
C/O City of Eastport
22 Washington Street
Eastport, Maine 04631
Phone: (207) 853-6060
e-mail: strieber@eastport-me.gov

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Steve Trieber (e-mail s.trieber@eastport-me.gov and must be received by 2:00 p.m. local time on **February 10, 2022**. All questions will be answered by 2:00 p.m. local time on **February 14, 2022** and posted on the City's website at <https://www.eastport-me.gov/>. It will be the proposer's responsibility to check the referenced websites for any new amendments.

I. GENERAL INFORMATION

The CITY OF EASTPORT is seeking the services of an Airport Engineering consultant. Interested firms should respond to this request on or before the time due for submission.

The sponsor reserves the right to select a single firm within this request for proposals.

Following the receipt of any Proposals, a review committee shall evaluate all Proposals and select a firm. Emphasis in selecting a consulting firm shall be placed on the firm's qualifications and Proposal.

In order to be considered, seven (7) bound paper copies of the statements or an electronic submission must be submitted to Steve Trieber / City Manager, Airport Manager, 22 Washington Street Eastport, Maine 04631, or by e-mail strieber@eastport-me.gov no later than 2:00 p.m. **on February 17, 2022**. Statements must be limited to 20 pages (10 single-sided, or 8 double sided), size 12-point font, including references and resumes of key personnel. Cover letter, table of contents, and dividers (if used), are not included in the 20-page limit. Paper Proposals shall be

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submitted in a single sealed envelope/package, clearly marked "Request for Proposals for Engineering Services at the Eastport Municipal Airport."

The CITY OF EASTPORT reserves the right to accept or reject any or all Proposals received or to cancel, in part or in its entirety, this Request for Proposal, if it is in the best interest of the CITY OF EASTPORT to do so.

Selection Schedule:

- Post RFP February 3, 2022
- Question to RFP Due February 10, 2022 (2:00 pm)
- Question Answered February 14, 2022
- Proposals Due February 17, 2022 (2:00 pm)
- Award Contract February 24, 2022

II. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance; and
- B. Have the necessary experience, organization, technical and professional qualification, skills and facilities; and
- C. Be able to comply with the proposed or required time of completion or performance schedule; and
- D. Have a demonstrated satisfactory record of performance in Maine.

III. PROPOSAL PREPARATION

In order to facilitate the evaluation of Proposals, interested consultants are instructed to follow the outline below. Proposals that do not follow the outline or do not contain the required information may be considered as unresponsive. In rating the Proposals, the City will weigh each section according to the points assigned.

- A. **Project Administration:** Describe the administrative steps necessary to bring this installation project to a success completion. Include the following: the steps needed for FAA documentation, a list of required meetings (including the required attendees at each), expected invoice requirements, as well as other administrative tasks necessary to complete the project in timely fashion. (15 points)
- B. **Data Collection:** Describe the steps needed to obtain the required data, if needed. (5 points)
- C. **Design:** Describe the steps needed to properly design the project to FAA standards. Include all necessary meetings, QA/QC procedures, plan production, standard and technical specifications, and other documentation needed to put this project out to bid. (20 points)
- D. **Bidding:** Describe the process utilized and steps taken to bid the project. (10 points)

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E. **Construction Administration:** Describe the steps and meetings needed to administer the construction of the project. Include As-Built procedures. (20 points)

F. **Resident Engineering:** Describe the tasks needed to provide resident engineering services, along with estimated construction duration. (10 Points)

G. **Project Close Out:** Describe the administrative steps necessary to close out an FAA grant, including State documentation. (10 points)

H. **Key Staff Members:** Identify the staff, including a client manager and key project manager, that will be assigned to work with the CITY OF EASTPORT; one-page resumes shall be included for each of the key individuals. (10 points)

IV. PROGRAM BACKGROUND

The City of Eastport owns and operates the Eastport Municipal Airport located in Eastport, Maine. The airport has one paved Runway, Runway 14-32 that is 4002' long by 75' wide. There are aircraft turning areas each of the ends of Runway 14 and 32. However, because there is no parallel taxiway, aircraft must back-taxi down the runway to utilize them. A small paved apron at the end of Taxiway "A" provides access to self-serve fuel farm, hangars paved and unpaved tie-down spots, and a turnaround area. Currently there are eight (8) hangars, all privately owned and maintained. Eastport Municipal Airport has a small terminal building that is City-owned with water, electricity and internet. The building consists of a small lounge room with refrigerator, microwave, restroom facilities, and shower. The Airport offers 100LL and Jet "A" fuel.

V. AIRPORT PROJECT PROPOSED

The Proposed Project for the Eastport Municipal Airport includes the grant administration, design, bidding, construction administration, and resident engineering for the installation of PAPIs for Runway 14.

VI. CONTRACT AWARD

Any contract entered into by the CITY OF EASTPORT shall be in response to the submitted Proposal and subsequent discussions. The award shall be based on the criteria described herein.

VII. INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the CITY OF EASTPORT harmless from claims, demands, suits, causes of action and judgments arising from the Consultant's performance, including claims of professional malpractice or negligence. The above referenced indemnity shall be in addition to and as a complement to the required contract provisions for federally-funded contracts contained in the most recent version of the State of Maine Department of Transportation's *Airport Consultant General Conditions* and the most recent version of the related *Supplement to these Consultant General Conditions*. The *Airport Consultant General Conditions* may be found at <http://www.maine.gov/mdot/cpo/airport/>.

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VII. CERTIFIED DBE

MaineDOT Certified Disadvantaged Business Enterprise (**DBE**) **consultants are encouraged to apply as the for this work**. It is important that DBE Firms take advantage of this RFP to at least gain entry to the MaineDOT Prequalification list for transportation project related services.

Non-DBE Firms shall ensure that DBE's have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization. Firms certified by another state's transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at:

<http://www.maine.gov/mdot/civilrights/dbe.htm> or by contacting:

Stacie Haskell, Program Administrator
Disadvantaged Business Enterprises
MaineDOT Civil Rights Office
16 State House Station
Augusta, Maine 04333-0016

Tel: (207) 624-3056
Cell: (207) 446-2453
Fax: (207) 624-3021
TTY Users dial Maine Relay 711